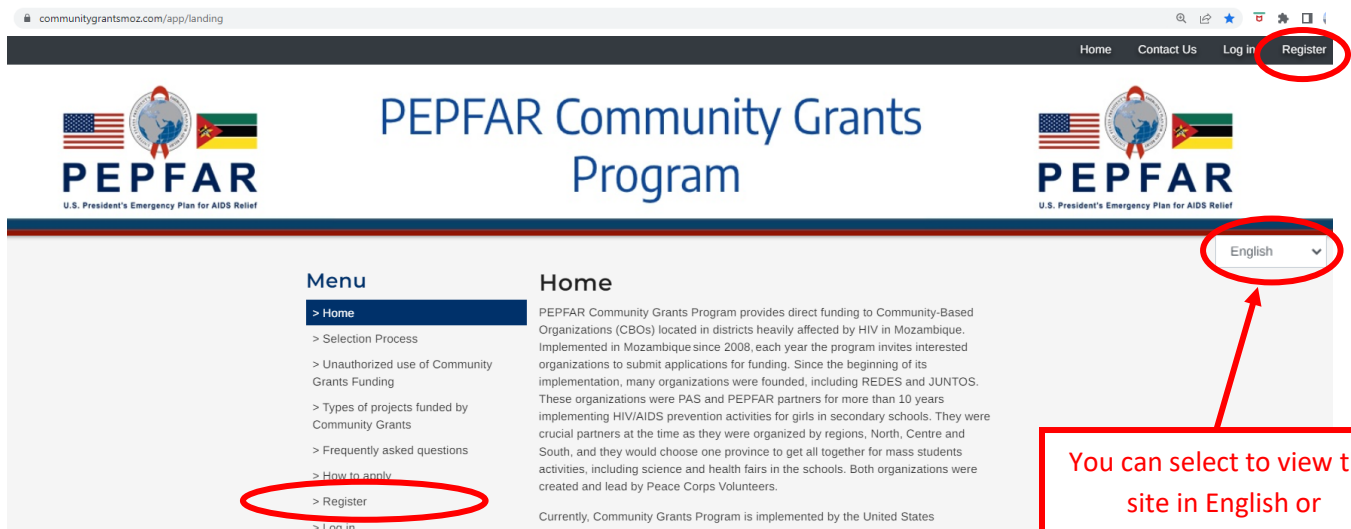


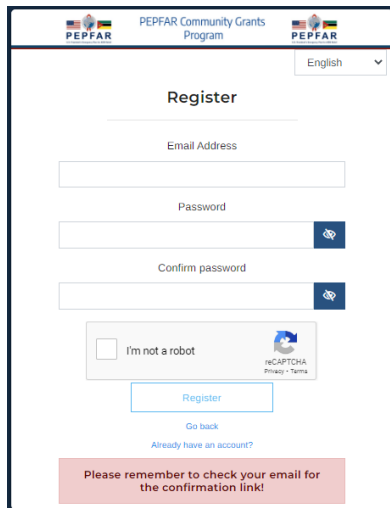
# Community Grants Program Online Portal

1. Go to <https://communitygrantsmoz.com/> and click on **Register**



You can select to view the site in English or Portuguese here. / Pode selecionar para ver o site em inglês ou português aqui.

2. Register by entering your email address and creating a password



The screenshot shows the registration form for the PEPFAR Community Grants Program. The form includes fields for 'Email Address', 'Password', and 'Confirm password'. There is also a CAPTCHA section with the text 'I'm not a robot' and a 'Register' button. A 'Go back' link and a link for 'Already have an account?' are also present. A red box at the bottom contains the text: 'Please remember to check your email for the confirmation link!'.

3. The system will email you and you need to click on the link in that email. If you don't see the email in your inbox within a few minutes, check your junk folder. Then make sure you mark the email as safe to ensure that you can receive future emails from us.

April 25, 2022

For development.

Recipient: Organization ABC

Hi Organization ABC

Thanks for registering with the Community Grants Portal!

TO COMPLETE THE ACTIVATION OF YOUR ACCOUNT, PLEASE GO TO THE BELOW LINK WITHIN 1 HOUR OF RECEIVING THIS EMAIL TO ACTIVATE YOUR ACCOUNT  
<https://communitygrantsmoz.com/app/authentication/confirm/registration/6aca5be6-423e-485b-9949-274dfb3dbdd9>

The email will look like this and you need to click on this link within 1 hour from when you receive it. / O e-mail terá este aspecto e terá de clicar neste link dentro de 1 hora a partir do momento em que o receber.

4. After you have clicked on the link in the email, then go back to <https://communitygrantsmoz.com/> and click on **log in** and enter the username and password that you created.

5. After you log in, you'll be asked to complete your organizational profile, which is information such as the name of your organization, address and contact information. After you have completed that, click submit.

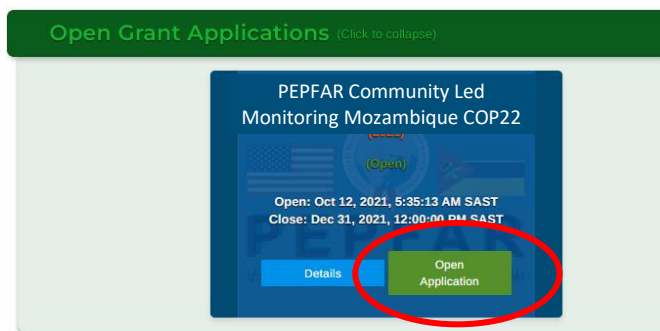
Most of the fields are required and if you do not complete the field, it will be outlined in red with an alert to notify you that you must complete this field before you can save your profile. / A maioria dos campos são de preenchimento obrigatório e se não completar o campo, este será assinalado a vermelho com um alerta para o notificar de que deve completar este campo antes de poder guardar o seu perfil.

6. Click on **Funding Opportunities**



The screenshot shows the PEPFAR Community Grants Program home page. The header includes the PEPFAR logo and navigation links: Home, Contact Us, and Funding Opportunities. The main content area is divided into a 'Menu' section on the left and a 'Home' section on the right. The 'Menu' section contains links for Home, Selection Process, Unauthorized use of Community Grants Funding, Types of projects funded by Community Grants, Frequently asked questions, and Funding Opportunities (past and current). The 'Funding Opportunities' link is circled in red. The 'Home' section contains a paragraph about the program and a button labeled 'Open Application' which is also circled in red.

7. Click on **Open Application**.



The screenshot shows a section titled 'Open Grant Applications (Click to collapse)'. It features a blue box with the text 'PEPFAR Community Led Monitoring Mozambique COP22' and a green button labeled 'Open Application' which is circled in red. The box also displays the open and close dates: 'Open: Oct 12, 2021, 5:35:13 AM SAST' and 'Close: Dec 31, 2021, 12:00:00 PM SAST'.

8. Read the instructions on how to apply, check the box at the bottom of the instructions and then click on the **Apply Now** button at the bottom of the application instructions.



The screenshot shows the 'APPLICATION AGREEMENT' page. It contains instructions on how to apply, including a note that 'You will not be able to submit your application until all of the mandatory questions have been answered'. At the bottom, there is a checkbox labeled 'I understand the requirements to apply to the PEPFAR Community Grants Program and I understand that I will not be able to submit an application form until I complete the online application form and attach the required documents that are listed here by the application deadline.' This checkbox is circled in red. Below the checkbox is a green button labeled 'Apply Now' which is also circled in red.


9. Complete the eligibility page. Make sure you double check that your answers are correct before you click submit. If you are not eligible to apply, you will immediately be notified of the reason you are ineligible. If you are eligible, the application form will open.


### Eligibility

For the application you are about to submit, please check which district(s) you are planning to implement the project in:

<input type="checkbox"/> Gaza	<input type="checkbox"/> Maputo	<input type="checkbox"/> Tete
<input type="checkbox"/> Inhambane	<input type="checkbox"/> Nampula	<input type="checkbox"/> None of the above
<input type="checkbox"/> Manica	<input type="checkbox"/> Sofala	

What is your NUIT Number (Número de Identificação Única Tributária)?

Date your organization registered: 

yyyy-mm-dd 

Are you serving HIV-affected/infected populations?

Yes ? No

Please ensure you have answered all the above questions correctly before proceeding

Save Submit

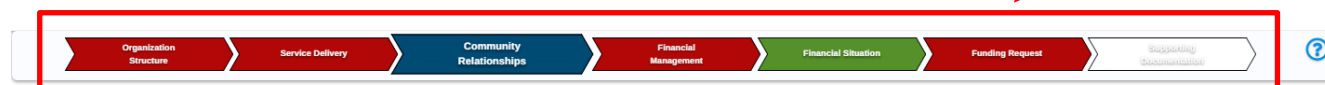
10. Complete Your Application. There are seven sections of the application which will need to be completed by the deadline. You will not be able to submit your application until all sections are complete. The progress bar at the top of the application allows you to track your progress in completing the application. Click on each button to move from one section to the other.

Red means the section is incomplete.

Blue means you are currently working on that section.

Green means the section is complete.

White means you haven't clicked on that section yet.



### Community Relationships

How are community members involved in the organization? Please check all that apply

- ☐ Community members volunteer at the organization
- ☐ Community members give in-kind donations to the organization
- ☐ All staff members are from the community they serve
- ☐ Community members attend outreach and awareness events
- ☐ There is a community advisory committee at the organization
- ☐ There is a community representative on the organization's board
- ☐ Other (please specify)
- ☐ None of the above

application.communityRelationships.answers.communityMembersInvolvementAnswers.i

If other, please specify:

Does the organization regularly attend meetings of the local, district or provincial AIDS council?

Select one

What kinds of community linkages does the organization have?

- ☐ AIDS council
- ☐ Any Civil Society constituency (PLHIV/KP/MSM/PWID/FSW)
- ☐ Local clinics
- ☐ Child protection forum
- ☐ Clinic advisory committee
- ☐ Ward or district advisory committee

Go back homeSave ApplicationSubmit Application

11. Save your application each time you work on it. You do not need to complete your application all at one time; you can log in and work on your application as many times as you need.

Organization Structure

Service Delivery

Community Relationships

Financial Management

Financial Situation

Funding Request

Supporting Documentation

?

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☐ There is a community representative on the organization's board  
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☐ None of the above  
☐ application.communityRelationships.answers.communityMembersInvolvementAnswers.i

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☐ Local clinics  
☐ Child protection forum  
☐ Clinic advisory committee  
☐ Ward or district advisory committee

[Go back home](#) [Save Application](#) [Submit Application](#)

12. Submit your application before the application deadline. **You will not be able to submit your application until all sections are complete.**

Organization Structure

Service Delivery

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### Community Relationships

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[Go back home](#) [Save Application](#) [Submit Application](#)